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EXECUTIVE BOARD

Buffalo, N. Y., January 11, 1919

A meeting of the Executive Board of the American Library Association was held in Buffalo, N. Y. (Hotel Statler), Saturday, January 11, 1919, first session 10 a. m.

Present: President Bishop, Vice-President Belden, Miss Rathbone, Miss Eastman, Miss Doren, Mr. Bailey, Mr. Strohm, and Mr. Utley, secretary.

The minutes of the meetings of September 24 and 25, 1918, also those covering the correspondence votes of December 3 and 6, 1918, were read and approved.

The treasurer's report for the year 1918 was read by the secretary. The report was as follows:

REPORT OF THE TREASURER

January-December, 1918

Receipts

Balance, Union Trust Co., Chicago, Jan. 1, 1918.....	\$ 4,780.17
G. B. Utley, secretary, membership dues.....	8,619.05
G. B. Utley, secretary, life memberships.....	175.00
Trustees Carnegie fund, income.....	4,500.00
Trustees Endowment fund, income.....	400.00
A. L. A. Publishing Board.....	2,800.00
Interest on bank balance, Dec., 1917-Dec., 1918, inclusive.....	85.51
	<hr/>
	\$21,359.73

Expenditures

Checks Nos. 114-127 (Vouchers Nos. 1706-1887, inclusive).....	\$11,581.33	
Distributed as follows:		
Bulletin	\$1,817.58	
Conference	776.62	
Committees	282.43	
Headquarters:		
Salaries	6,100.00	
Additional services	899.00	
Supplies	327.30	
Postage and telephone.....	546.00	
Miscellaneous	405.99	
Travel	251.41	
Trustees Endowment fund.....	175.00	
A. L. A. War Service Committee, subscription.....	1,000.00	
A. L. A. Publishing Board, Carnegie fund income.....	4,500.00	17,081.33
	<hr/>	
Balance, Union Trust Co., Chicago.....	\$ 4,278.40	
G. B. Utley, secretary, balance National Bank of the Republic.....	250.00	
Due from A. L. A. Publishing Board, balance headquarters expense, 1918.....	800.00	
	<hr/>	
Total balance		\$ 5,328.40

James L. Whitney Fund

Principal and interest, Dec. 31, 1917.....	\$ 345.84
Interest, Jan. 1, 1918.....	5.10
Tenth installment, Jan. 31, 1918.....	29.89
Interest, July 1, 1918.....	5.62
Eleventh installment, July 18, 1918.....	27.47
	<hr/>
Total	\$ 413.92

A. L. A. War Service Fund

Total deposits with American Security & Trust Co., Jan. 20-May 31, 1918 ¹	\$69,738.50
Balance on hand and undeposited, May 31 (deposited thereafter).....	1,893.13

Receipts, June 1-July 31, 1918:

Campaign subscriptions	\$11,945.59	
Monthly subscriptions	74.00	
One \$50 3½% Liberty Loan bond, representing.....	50.00	\$12,069.59

Total deposits and assets passing through hands of treasurer, A. L. A., Jan.

20-July 31, 1918.....	\$83,701.22	
Interest on one \$50 3½% Liberty Loan bond (annual).....	1.75	
Interest on bank balance, American Security & Trust Co., Jan. 1-June 30, 1918	3,574.16	
Interest on bank balance, Chicago Savings Bank & Trust Co.....	9.75	

Grand total \$87,286.88

¹Exclusive of Carnegie Corporation contribution of \$112,300 deposited directly with American Security & Trust Co.

Chicago, Jan. 3, 1919.

Respectfully submitted,
C. B. RODEN,
Treasurer.

It was voted that the foregoing report of the treasurer for the year 1918 be adopted.

Committee was presented by the Chairman, Mr. A. L. Bailey, the accompanying budget exhibiting the probable income and expenditures during 1919:

The following report of the Finance

REPORT OF THE FINANCE COMMITTEE

The income of the Association during 1918 was as follows:

Membership dues (annual).....	\$ 8,619.05
Membership dues (life).....	175.00
Income Endowment fund.....	400.00
Income Carnegie fund.....	4,500.00
Interest, January-December, 1918.....	81.18
Sale of publications.....	10,306.13
Sale of books (review copies).....	810.00
	\$24,891.36

BUDGET, 1919**Estimated Income**

Membership dues	\$ 8,750.00
Income Endowment fund.....	400.00
Income Carnegie fund.....	4,500.00
Interest	80.00
Sale of publications.....	10,000.00
Sale of books (review copies).....	900.00
	\$24,630.00

Estimated Expenditures**Executive Office:**

Bulletin	\$ 1,600.00
Conference	700.00

Committees:

Public documents	\$ 25.00
Coöperation with educational associations.....	25.00
Library administration	50.00
Library training	25.00
Book binding	50.00
Federal and state relations.....	25.00
Travel	175.00
Work with the blind.....	10.00
Decimal classification	50.00
Institution libraries	25.00
Importations	40.00

AMERICAN LIBRARY ASSOCIATION

Publicity	100.00	
Miscellaneous	50.00	650.00
Salaries:		
Secretary	\$3,600.00	
Assistant secretary	1,800.00	
General assistant	1,300.00	6,700.00
Additional services		
Supplies		600.00
Postage, telephone, etc.....		350.00
Miscellaneous		450.00
Contingencies		350.00
Travel (Executive Board).....		80.00
Travel (others)		200.00
		350.00
		<u>\$12,030.00</u>
Publishing Board:		
Carnegie fund interest.....		4,500.00
Sale of publications (estimated at \$10,000) and sale of review copies of books (\$900) less \$2,800 appropriated to executive office expenses.....		8,100.00
		<u>\$24,630.00</u>

Your committee is prepared to approve appropriations, in accordance with this budget, of the sum of \$12,030 to the general expenses of the Association, and to the use of the Publishing Board the sum of \$4,500 and the total amount received from the sale of publications, except the \$2,800 agreed upon by the Publishing Board as its appropriation toward the support of the Executive Offices, the total for the Publishing Board being estimated at \$12,600.

At the request of the chairman, Dr. C. W. Andrews has audited the accounts of the treasurer, and of the secretary as assistant treasurer. His audit finds these accounts correct and properly vouched for so far as can be determined before the receipt of the report of the trustees of the Endowment fund. His final report together with a report on the audit of the accounts of the trustees, which will be made by Mr. Craver, will be given in the formal report of this committee to the Association at its annual meeting.

Dr. Andrews has also examined the accounts of the treasurer, as treasurer of the Publishing Board. He finds that the receipts as stated agree with the transfers of the assistant treasurer and with the

entries of interest in the bank statements. The expenditures as stated are accounted for by properly approved vouchers and the balance shown agrees with the bank statements of December 31, 1918.

Since the Proceedings and Handbook for 1918 have not been issued, the Finance Committee recommends that the unexpended balance for the appropriation of the Bulletin be held to meet the expenses of publications of Proceedings and Handbook. A similar treatment of other items properly chargeable to 1918 might also be made.

In February the members of the Finance Committee examined the accounts of the chairman of the War Finance Committee, which raised the first War Service fund. The report of this examination, showing that the accounts were correct, may be found on page 53 of the Report of the War Service Committee for the year ending June 30, 1918.

At the request of the Finance Committee, the firm of Marwick, Mitchell, Peat and Company made an audit of the War Service fund from its inception to May 31, 1918, and a further audit for the six months ending November 30, 1918. The reports of the auditors found the accounts

correct and all expenditures properly vouched for.

Respectfully submitted,
A. L. BAILEY,
Chairman.

Upon motion it was voted that the report of the Finance Committee, including the accompanying budget for 1919, be adopted.

Publicity Committee

A letter having been read from Mr. Charles E. Rush, chairman of the Publicity Committee, setting forth the urgent need of a more nearly adequate appropriation for that committee, it was

Voted, That the balance of the funds in the 1918 budget remaining after all outstanding obligations for the year 1918 have been paid, be appropriated to the use of the Publicity Committee.

Appropriation to the Publishing Board

Voted, That in accordance with the report of the Finance Committee there be appropriated for the use of the A. L. A. Publishing Board the income of the Carnegie fund, estimated at \$4,500, and all proceeds from sales of publications and of review copies of books, estimated at \$10,900, excepting the amount of \$2,800 agreed upon by the A. L. A. Publishing Board as its appropriation toward the support of the Executive Offices of the Association.

(Note: The A. L. A. Publishing Board at a meeting held on December 13, 1918, voted the above mentioned \$2,800 toward the support of the Executive Offices.

Appropriation to Brett Memorial

Voted, That the sum of \$100 which the Executive Board at Lake Placid voted to contribute toward the William Howard Brett memorial be paid from unexpended balances of 1918, if they prove adequate, otherwise from reverted balances from previous years, now in the hands of the treasurer.

Nominating Committee

A Nominating Committee appointed in accordance with Section 2 of the By-laws

to the Constitution was named as follows:

Alice S. Tyler, Western Reserve University Library School, Cleveland, chairman.
Margaret Mann, Carnegie Library, Pittsburgh.

Mary E. Hazeltine, University of Wisconsin Library School, Madison.

Andrew Keogh, Yale University Library, New Haven.

Herbert S. Hirshberg, Public Library, Toledo.

Conference of 1919

The place and date for the next annual conference of the Association being under consideration it was

Voted, That the Forty-first Annual Conference of the Association be held at Asbury Park, New Jersey, June 23-28, 1919.

Proposed Revision of Adams' "Manual of Historical Literature"

A letter having been read from the President of the Association, at a meeting of the A. L. A. Publishing Board held in Chicago, December 13, 1918, calling attention to the steps being taken by the American Historical Association to encourage the publishers to issue a revised edition of Adams' "Manual of historical literature," and suggesting that it might be well for the Publishing Board to appoint a special committee to serve jointly with a similar committee of the American Historical Association to consider the project and perhaps to assist in editorial compilation; and the Publishing Board having voted that the subject be referred to the Executive Board, inasmuch as the Publishing Board did not understand it to be one in which a publication by that Board is involved, it was by the Executive Board

Voted, That the matter be referred to the President of the Association with power to appoint a committee to represent the Association in the project.

Coöperation with Atlantic Monthly

A communication having been received from Mr. M. S. Dudgeon, outlining the plan of coöperation agreed upon between him-

self and the editor of the *Atlantic Monthly* for the review in the pages of that journal of a limited number of the best of the new books, it was

Voted, That the Executive Board approves the plan agreed upon by Mr. M. S. Dudgeon and Mr. Ellery Sedgwick for co-operation in the review of books between certain libraries and the *Atlantic Monthly*.

(The plan agreed upon is as follows: Each month the five institutions named below will furnish to the editor of the *Atlantic Monthly* a list of books published during the preceding month which each deems worthy of mention and review in that journal. The institutions on this list are: *The Booklist* of the American Library Association; Springfield (Mass.) City Library Association; Newark (N. J.) Free Public Library; Wisconsin Library Commission; Cleveland Public Library.

The editor of the *Atlantic Monthly* will provide a competent reviewer who will promptly review the books for the pages of that magazine, which have been selected as a result of this vote from the various librarians).

The Board took recess, convening again at 2:30 p. m., with same members present; also by invitation, Mr. J. I. Wyer, Jr., in his capacity as chairman of the War Service Committee.

Mr. Wyer discussed with the Board certain matters relating to the war service which are soon to come before the War Service Committee. No action taken.

Committee of Eleven

The memorandum of the Committee of Eleven,¹ as further revised and adopted by that committee on December 24, 1918, was approved in the following form:

Resolved, (1) To adopt and confirm in the form adopted by the Committee of Eleven, December 24, 1918, the memorandum regarding expenditure of funds raised in connection with the United War Work Campaign.

(2) To immediately restudy the budget of this organization and forthwith submit the same to the War Department at the earliest possible moment.

¹The Committee of Eleven was appointed at the instance of the Secretary of War, by Mr. Raymond B. Fosdick, to act under Mr. Fosdick's chairmanship in directing the United War Work Campaign.

The text of the memorandum, as now adopted, is as follows:

Memorandum regarding Expenditures of Funds Raised in Connection with the United War Work Campaign

The signing of the armistice having upset the calculations upon the basis of which the budgets of the seven coöperating organizations were submitted to the War Department through the Commission on Training Camp Activities, and uncertainty concerning the Government plans of demobilization making it impossible to restate at this time with any degree of exactness the full budget estimates of the organizations, the following principles and regulations are agreed upon:

(1) The United War Work Campaign fund was raised to make possible the serving, by the seven coöperating organizations in the present war emergency, of soldiers and sailors and of certain other classes of men and women affected by the present war conditions, and this purpose is to be a governing principle in its use.

(2) Each of the seven organizations shall restudy its budget, and in so doing will welcome the coöperation of the War and Navy Departments in connection therewith, and shall adjust its expenditures to the demobilization plans of the Government.

(3) The several organizations shall submit quarterly statements, certified by chartered accountants, which statements shall be subject to the examination of an accountant appointed by the Committee of Eleven, and the reports thereof shall be sent to the chairman of the Commission on Training Camp Activities, to each member of the Committee of Eleven, and to the president of each of the societies.

(4) The seven organizations shall severally assume as nearly as may be their respective proportionate shares of responsibility for work to be done and all expenditures of money shall be strictly in accord with their respective war work activities and none of the fund shall be expended for general non-war work, or for permanent structures of establishments or for endowments.

(5) The national treasurer of the United War Work Campaign, Inc., shall distribute to the coöperating organizations of the aforesaid fund, in the percentages heretofore agreed upon substantially as and when received by him and capable of distribution by him; it being understood that the

coöperating organizations shall be governed, in their use of funds so received, by the foregoing regulations and principles.

(6) The Committee of Eleven shall be continued for the purposes expressed in Article Eleven of the coöperating agreement of the seven organizations, dated September 4, 1918, and in this agreement.

Audit of War Service Accounts

Mr. A. L. Bailey, as chairman of the Finance Committee, having reported the satisfactory completion of an audit of the war service accounts for the six months ended November 30, 1918, a copy of which audit he submitted to the Board, it was

Voted, That the report of audit of the accounts of the Library War Service for the six months ended November 30, 1918, made by Marwick, Mitchell, Peat and Company at the direction of the A. L. A. Finance Committee be adopted.

Committee on Importations

A letter having been presented from Dr. M. L. Raney, calling attention to the desirability of a trip overseas by him in the interests of the A. L. A. Importations Committee, and the Board looking with favor on such a trip, it was

Voted, That Dr. Raney's expenses for a trip to Europe in the interest of the Committee on Importations be underwritten from reverted balances in the hands of the treasurer of the Association with the understanding that the benefiting libraries will pay their proportionate share of the

expenses and thus eventually reimburse the Association for any sum advanced.

Committee on Readjustment Program

The Board, taking under consideration the national readjustment program and its effect upon libraries and library service and the steps that libraries and library organizations should take to work in coöperation with other organizations and with City, State and Federal Governments,

Voted, That the President be empowered to appoint a committee of five to make a survey of library conditions in the United States, particularly under present conditions, and to suggest a program under which libraries can work to the best advantage in the immediate future.

Committee on Library Salaries

The special committee appointed at Lake Placid to make a preliminary survey upon which a plan for a report on librarians' salaries and library conditions can be based, made a report of progress, through Mr. Strohm, chairman, submitting for discussion by the Board a proposed questionnaire to be put to certain libraries. Mr. Strohm reported that he and Mr. Perry had completed the committee by the appointment by them of Mrs. Harriet P. Sawyer as the third member.

There being no further business, the Board adjourned, subject to the call of the President.

A. L. A. PUBLISHING BOARD

Chicago, December 13, 1918

A meeting of the A. L. A. Publishing Board was held at A. L. A. headquarters, Chicago, Friday afternoon, December 13, 1918.

Present: Acting-chairman Arthur E. Bostwick, Mrs. H. L. Elmendorf, M. S. Dudgeon and Miss Josephine A. Rathbone; also Secretary Utley, and, for a part of the session, Miss Massee, editor of the *Booklist*,

and Mr. Merrill, editor of periodical cards.

Upon motion it was

Voted, That Dr. Arthur E. Bostwick be elected chairman of the Board for the coming year.

Voted, That the chairman be authorized to approve and sign voucher-checks on behalf of the Board.

The treasurer submitted an informal statement of receipts and expenditures to